

I. Meeting was called to order at 9:45 a.m.

Those present: Alexis Hill (City Manager's Office), Willie Seirer (Fire), Tammy Lopes (Fire), Peggy Nelson-Aguilar (Parks), Annie Cates (Business License), Creig Skau (City Attorney) Amy Newman (Police), Jason Boegle (Public Works), Jeff Brasel (Washoe County Health Dept), Beverly Buchanan (Dispatch)

Absent:

II. Public Comment – There was no public comment of items not on the agenda.

III. Approval of Minutes – A motion to approve the July 3, 2012, minutes was made by Aguilar, seconded by Caramella. The minutes were approved unanimously without discussion.

IV. Review of Past Events

- a. Reno's Rock-n-River Marathon Festival – No representative was present. Item moved to the September 11, 2012 agenda.
- b. Reno Rodeo Parade – No representative was present. Item moved to the September 11, 2012 agenda.
- c. Rock-n-Roll Revival and Classic Show – No representative was present. Item moved to the September 11, 2012 agenda.
- d. BBQ, Bres and Blues Festival – Julia Taylor was present to represent this event held June 22-23, 2012.

Next year event, steelcades need to be placed around ReTrac at the edges. There was an issue with people leaving the event with alcohol.

Alan Tom with Remsa requested a vendor's list for next year's event.

Schroeder suggested for cost savings that the organizer use a few steelcades, A frame sign and trash can with sign posted that no alcohol leave beyond this point along ReTrac.

Brasel stated that on the application to notify that they will be having a pig roast and sampling. Brasel stated that they were not notified in advanced for the pig roast this year.

- e. Reno's All American BBQ Festival – Julia Taylor was present to represent this event held July 6-8, 2012

Newman stated that there was confusion on if the event was either Chicken Wing or BBQ.

Need greater security presence around the event. To help handle the issue with alcohol leaving the event.

There was an issue about the dune buggies. The communication between Police and dune buggy participants in regards to the organization and escort caused a little delay and verbal altercations from participants to Police staff.

There needs to be a better system for the load in and load out system.

There was a last minute call Saturday night for an alcohol extension.

There were electrical problems. It was suggested that the organizer advise the vendors to bring generators.

Seirer stated that there were issues with the racers with the 12 foot lane because of the way they were parked. There were many parking adjustments made with the cars.

Schroeder suggested that Citi Center be used for the staging area for the late racers.

Boegle stated that next year, the motorcycle jump would need to be moved onto the street. He stated that it was hard to get the tire markings off the plaza. Schroeder suggested that it could be placed on Commercial Row between Virginia Street and Center Street.

Brasel stated that as the event got closer, the vendors increased. It was not anticipated. With other events happening at the same time, it was a little harder to keep on schedule. Next year, the vendors list with business license application will be needed ahead of time.

- f. 2nd Annual Flint Street Festival – No representative was present. The event organizer has decided to not hold another Flint Street Festival.
- g. CommUNITY Pride Parade – No representative was present. Hill stated that a phone review was conducted as the event went smoothly without any issues.
- h. Compression! Art and Fire – Danielle Gann-Lind was present to represent this event held July 28, 2012.

Neighborhood notification was late.

There was an issue with a fire garden coordinator lighting couches on fire.

Event organizer read a letter that was addressed to Bob Clarkson who lit

the couches on fire further excluding him from participating in future events. Also, she read a letter that was addressed to the City apologizing for the incident.

Schroeder stated that because of the crowd size growing, a site layout will need to document the art cars. Also, each art car will need to sign an attachment "A" for sound.

On 1st Street between Virginia Street and Sierra Street, there was an issue with double parking. It is a street closure, not meant for participants or vendors to park. Vendors can use that closure for loading and unloading, but cannot park. The fire access lane needs to be maintained.

Vendors cannot bring their own alcohol.

There were a lot of volunteers to assist with the event and security. Shirts worn by volunteers stating whether they are security would be very helpful to help manage the beer garden.

Aguilar stated to Public Works if they could make sure that the electrical outlets will be on and working the day before the event and remove the electrical outlets that do not work.

Seirer stated that for next year, a fire inspector will be needed on scene for set up. One of the main reasons for an inspector to be on site for set up is to ensure that the fire access lane is maintained for the loading on Virginia Street Bridge. Schroeder stated that the Virginia Street Bridge may be under construction next year. Event organizer advised to keep an eye on the upcoming construction.

Event organizer requested that they would like to tour the Dispatch Center. Buchanan advised that they contact her to set that up.

Newman suggested that as the event grows, more security will be needed and possibly with having Police presence.

- i. Tour de Nez – Tom Healion was present to represent this event held July 29, 2012.

There was a permit comment with the White Water Rafting business, Event organizer advised to overly communicate, notify the business of their event.

Schroeder requested that the organizer reach out to the apartments and White Water business like he did with the churches. With the White Water business, going down the one-way the wrong way was not ideal. There is a

potential of pedestrian safety in question if that location will not be staffed with volunteers to direct vehicles.

There was an issue with spectators in the fire access lane. Volunteers will be needed to help move the spectators out of the way. At one point, Schroeder had to mention to the volunteers to assist the pedestrians and notify them that there is a vehicle behind them.

There was an issue with portable restrooms. If the attendance is expected to be high make arrangements with Aguilar for the use of the portable restrooms or supply their own.

If banners are going to be used on the steelcade at Court Street and Arlington Avenue, event organizer advised to use his own. Banners cannot be placed on the City's steelcade.

Aguilar stated that a new location for the food truck will be needed. It cannot be on the sidewalk right at the entrance of west Wingfield Park. It blocks ADA access.

The site layout needs to be up to date. One of the vendors were not on the layout. There was an issue with the vendor wanting to put up an awning which would have blocked access.

Aguilar stated that next year, they will need to know in advance if the portable restrooms will be needed. She stated that half of the restrooms are open and cleaned with the park rental. An additional fee would be assessed for the second half of the restrooms for cleaning and use, if needed.

There was an issue with the volunteers leaving their stations. It caused a problem with vehicles driving the wrong way in.

Tom stated that there were a lot of road rashes.

Boegle stated that a street sweeper was needed after the event for next year.

Newman stated that it was a smooth event. No issues.

Schroeder suggested that more schedules of the races be posted around the event.

V. Special Event Applications

- a. National Championship Air Races – David Wilbern was present to represent this event scheduled for September 12-16 at the Reno-Stead Airport.

Event set-up will begin September 8 at 7 a.m. with the event starting on September 12 at 8 a.m. to 5 p.m. daily and ending on September 16. They will dismantle between September 17-19.

JP will be the food and beverage vendor. Cates stated that she will touch base with David for a walk through.

The site plan is the same as last year.

Alan Tom with Remsa will meet with Michael Houghton.

Seirer stated that he will need the vendor's list and layout where the VIP tents will be located.

Q&D will provide no parking signs.

Boegle stated that they will stage the traffic control for Police on Stead.

Brasel stated that the only issues they have had would be outside of the gate. Brasel wanted to know if there will be food out in the pits early on. He stated that in the past, vendors have opened up early outside of what their permits allowed.

Newman stated that a sit down with Fire, Remsa, Police and NHP would need to be scheduled to go over the emergency routes.

An updated parking plan with RV parking requested. Paid parking lot funneled through the event organizer. Business License requested a plan and one needed to be given to Code Enforcement.

Neighborhood notification needs to be completed.

List of deadlines given to organizer.

- b. 2012 Fight for Air Run/Walk – Dorothy Safer was present to represent this event scheduled for August 26, 2012 at Damonte Ranch High School.

Event set-up will begin on August 26 at 5 a.m. with the start time at 7 a.m. and ending at 1 p.m., dismantled at 3 p.m.

A list of vendors is needed for Business License.

Remsa will be on site.

There will be 4 canopies. Seirer requested a site plan and location of food vendor.

There is a new stop light at Veterans Parkway. Hill will put the lights on flashing red. Volunteers will be needed at the stop light. Police presence possibly needed. A cost estimate will be put together from Police.

Race ahead signs will be out.

Neighborhood notification sent out. A copy will be sent to Hill.

Attachment "A" needs to be filled out and signed.

Certificate of insurance needs to be sent to Hill.

Hill stated that if any City services are needed, a 10% late fee will be assessed.

List of deadlines given to organizer.

- c. Summer BBQ Fest – David Arango was present to represent this event held September 8, 2012 at Wingfield Park.

Event set-up will begin September 8 at 6 a.m. with the start time at 9 a.m. and ending at 9 p.m., dismantled at 11 p.m.

There will be a street closure. On Arlington Avenue from First Street to Island Avenue and a second on First Street from Stevenson Street to Arlington Avenue. David stated that the second street closure is undecided. Two cost estimates will be provided for closures. The street closure will need to be in place at 6 a.m. and re-opened at 11 p.m.

Cates requested for a vendors list and layout. David stated that he will provide an updated list at the end of the week.

Aguilar already spoke to David. Possible walk through prior to event, need to schedule with Aguilar.

There will be about 1000 attendees.

Seirer stated that he will need a layout and vendors list as well. David stated that the layout is currently being worked on and will be submitted at the end of the week.

Brasel asked how many vendors will be on site. David stated that there

will be 7-10 BBQ vendors and 5-7 dessert vendors. Brasel requested for a list of vendors. All vendors will need a temporary food permit. All vendors will be on the street.

Matijevich suggested that David notify Hill of the street closure by the end of the week to put together the traffic control and cost estimate.

Newman wanted to know if there will be alcohol. If alcohol will be on site, Wurks will either have Silver Peak or CommRow as the vendor. Newman stated that if alcohol is provided, Police will need a control plan. David stated that he will have security, stamps and/or wristbands. Security will be posted at entrance ways with signs stating no alcohol beyond this point.

Alcohol fees will be due as soon as decided. Attachment "C" will need to be filled out and signed as well.

List of deadlines given to event organizer.

A vendor wants to give helicopter rides. They would like to use the helipad on the top of CommRow parking garage. Matijevich stated that they will need to follow up with Claudia Hanson with Community Development to see what the land use and zoning designation is for that site and if they will need a special use permit.

Public Works will take the parking along First Street. It is about 20 spaces. A cost estimate will be provided.

- d. Our Lady of the Snow Fall Festival - Jane Festa was present to represent this event scheduled for September 22-23, 2012 at 1125 Lander Street.

Event set-up will begin September 22 at 9 a.m. with the start time at 10 a.m. to 3 p.m. daily, ending September 23 and dismantled by 5 p.m.

Cates stated that the payment for the alcohol booth is needed. A list of vendors and exhibitors needed. The cost is \$55 due by August 23, 2012.

Aguilar asked if they will using the park. Jane stated that they have asked for the use of basketball court for the Bighorns. Aguilar asked if Jane contacted the Recreation Department for permission of use.

Canopies will be placed on Lander Street for the purpose of eating.

Lander Street will need to be closed.

The bbq will be on the school property. Brasel stated that a hand wash

station will need to be provided. Keep raw beef separated.

The neighborhood notification is due on August 23, 2012.

Alcohol sales will need to end one hour before the end of the event.

List of deadlines given to event organizer.

- e. Veterans Day Parade – Peggy Aguilar was present to represent this event scheduled for November 11, 2012 on Virginia Street.

This is the same as last year. The exact same set up.

Bus parking will be on Virginia Street between 5th Street and 6th Street and on 5th Street. The horses will be on 4th Street.

Electrical needed at 3 stations by Cal Neva, pawn shop and USPS.

Possible suggestion for next year it to have the parade head south towards midtown.

Site plan will be sent to Hill.

- f. UNR Homecoming Parade – Nicholas Levens was present to represent this event scheduled for October 6, 2012.

Event set-up will begin on October 6 at 7:30 a.m. and end at 10 a.m. The Parade starts at 9 a.m.

9th Street between Evans Avenue and Virginia Street will be closed. As well as Virginia Street between 9th Street and 15th Street.

UNR police will handle the traffic flow.

Public Works will put together a cost estimate for street closures.

Neighborhood notification needs to be done.

Certificate of Insurance needs to be submitted.

Event details submitted to medical facilities in the area.

List of deadlines given to organizer, due in September.

Final site plan due by September 21, 2012.

Seirer stated that the State Fire Marshal's office will need to be contacted if they want to have a bonfire on school property. Seirer stated that a water truck will need to be standing by.

Traffic control plan will be needed two weeks prior to event in case City (police) services is needed if UNR police will not be handling the traffic control. We will need to make sure we have enough time to staff the event and send out an invoice to bill for services.

- g. Official Pre-Reno Zombie Crawl Thriller Dance under the Arch – Ed Adkins was present to represent this event scheduled for October 27, 2012 under the Reno Arch.

Event set-up will begin October 27 at 6 p.m. End time for event is 7:20 p.m. Dismantled by 8 p.m.

Virginia Street will be closed between 2nd Street to Commercial Row and 3rd Street to Plaza Street. Closure will be in place by 6 p.m. and re-opened at 8 p.m.

This is the same as last year. No vendors.

Ed wanted to know if they could have a Get Out and Vote booth on site. There will be no additional fees as long as it is within the time of the street closure and the fire lane access is maintained. An updated vendors list will need to be submitted. If they decide to use ReTrac, they can add it on to the special event permit and sign a rental agreement.

Neighborhood notification needs to be done by September 27th.

Certification of Insurance is needed.

Notification of event to medical facilities in the area.

Final venue layout.

Hill requested a layout on where they are going on the pub crawl.

- VI. Other Items** – Matijevich asked if this was the 3rd meeting that Rock N River Marathon Festival did not make the agenized meeting. Advised Hill to send a notification to the event organizer stating that failure to appear (within 75 days of the end of event) at the next meeting will result in denial of their permit for next year's event.

Aguilar suggested moving the special event committee meeting to the second Tuesday's of each month. This will be discussed at the September 11, 2012 meeting.

VII. Next Meeting –September 11, 2012, McKinley Arts and Culture Center.

VIII. Adjournment – A motion to adjourn was made by Aguilar, seconded by Seirer. There was no discussion, motion carried. Meeting was adjourned at 11:34 a.m.